

DBHDS Community Inclusion and Integration Workgroup Charter  
September 2019

| <b>Committee /<br/>Workgroup Name</b>      | <b>Community Inclusion and Integration Workgroup</b>   |
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| <b>Statement of Purpose</b>                | <p>The Community Inclusion and Integration Workgroup is charged with responsibilities associated with collecting and analyzing reliable data related to promoting full inclusion in community life and improvement in integrated services for people with developmental disabilities. This includes the domains of stability, choice and self-determination and community inclusion.</p> <p>The Workgroup will:</p> <ul style="list-style-type: none"> <li>• Establish at least one performance measure indicator (PMI) based on priorities for each domain</li> <li>• Determine priorities when establishing the performance measure indicators (PMIs)</li> <li>• Consider a variety of data sources for collecting data</li> <li>• Utilize evidenced based practices and national benchmarks whenever possible</li> <li>• Include baseline data when establishing PMIs if available and applicable</li> <li>• Define measures and the methodology for collecting data</li> <li>• Establish a target and timeline for achievement</li> <li>• Identify data and performance measures on a regional and state level</li> <li>• Measure performance across the Key Performance Area (KPA)</li> <li>• Analyze data and monitor for trends</li> <li>• Recommend quality improvement projects (QIPs) to the DBHDS Quality Improvement Committee (QIC)</li> <li>• Monitor progress of QIPs assigned to the workgroup and address concerns/barriers as needed</li> <li>• Evaluate the effectiveness of the QIP for its intended purpose</li> <li>• Report to DBHDS QIC for oversight and system-level monitoring</li> </ul> |
| <b>Authorization / Scope of Authority</b>  | <p>As a subcommittee of the DBHDS Quality Improvement Committee (QIC), this workgroup's scope of authority includes identifying concerns/barriers in meeting the PMIs and implementing and/or recommending performance improvement initiatives. The subcommittee is to identify and address risks of harm, ensure the sufficiency, accessibility, and quality of services to meet individuals' needs in integrated setting and evaluate data to identify and respond to trends to ensure continuous quality improvement.</p>   |
| <b>Charter Review</b>                      | <p>The Community Inclusion and Integration Workgroup charter will be reviewed and/or revised on an annual basis or as needed and submitted to QIC for approval.</p>  |
| <b>DBHDS Quality Improvement Standards</b> | <p>DBHDS is committed to a Culture of Quality that is characterized as:</p> <ul style="list-style-type: none"> <li>• Supported by leadership</li> <li>• Person Centered</li> <li>• Led by staff who are continuously learning and empowered as change agents</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>Supported by an infrastructure that is sustainable and continuous</li> <li>Driven by data collection and analysis</li> <li>Responsive to identified issues using corrective actions, remedies, and quality improvement projects as indicated</li> </ul>  |
| <b>Model for Quality Improvement</b>       | <p>Determine the:</p> <ul style="list-style-type: none"> <li>Aim: What are we trying to accomplish?</li> <li>Measure: How do we know that a change is an improvement?</li> <li>Change: What change can we make that will result in improvement?</li> </ul> <p>Implement the Plan/Do/Study/Act Cycle:</p> <ul style="list-style-type: none"> <li>Plan: Defines the objective, questions and predictions. Plan data collection to answer questions</li> <li>Do: Carry out the plan. Collect data and begin analysis of the data.</li> <li>Study: Complete the analysis of the data. Compare data to predictions.</li> <li>Act: Plan the next cycle. Decide whether the change can be implemented.</li> </ul>  |
| <b>Structure of Committee / Workgroup:</b> |   |
| <b>Membership</b>                          | <p>Director, Provider Development, or designee<br/> Assistant Commissioner for Developmental Disability Services, or designee<br/> Director, Community Quality Improvement, or designee<br/> Director, Office of Housing, or designee<br/> Director, Office of Individual and Family Support, or designee<br/> Representative, Office of Data Quality and Visualization</p>   |
| <b>Meeting Frequency</b>                   | Meetings shall be held at least quarterly but will be determined by the urgency of issues, on a schedule determined by the chair and members of the workgroup.  |
| <b>Quorum</b>                              | A quorum is 50% plus one of voting membership.  |
| <b>Leadership and Responsibilities</b>     | <p>The chair will be responsible for ensuring the workgroup performs its functions.</p> <p>The standard operating procedures include:</p> <ul style="list-style-type: none"> <li>Development and annual review and update of the committee charter</li> <li>Regular meetings to ensure continuity of purpose</li> <li>Maintenance of reports and/or meeting minutes as necessary and pertinent to the workgroup's function</li> <li>Analysis of PMIs to measure performance across the KPA</li> <li>Quality improvement projects are consistent with Plan, Do, Study, Act model</li> </ul> <p>All members have decision-making capability and voting status. Members shall be responsible for entering, reviewing, and analyzing data related to the PMI as assigned.</p> |